

# Vacancy Announcement



U.S. Embassy Iraq

**ANNOUNCEMENT  
NUMBER: 11-64**

**SUBJECT:  
Visa Assistant- IV & NIV, FSN-7  
One (1) Vacancy**

**DATE: 04/17/11**

**OPEN TO:** All Interested Candidates/All Sources  
(IF YOU APPLIED FOR THIS POSITION UNDER ANNOUNCEMENT  
NUMBER 11-49, PLEASE RE-APPLY)

**FROM:** Human Resources Office

**POSITION:** Visa Assistant- IV & NIV, FSN-7; FP-7\*

**OPENING DATE:** April 17, 2011

**CLOSING DATE:** May 1, 2011

**WORK HOURS:** Full time: 40 hours/week

**SALARY:** \*Ordinarily Resident (OR): 22,539 USD p.a. (Starting Basic salary)  
(Position Grade: FSN-7)

\*Not-Ordinarily Resident (NOR): 39,994 USD p.a. (Starting Basic salary)  
(Position Grade: FP-7)

**ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK  
AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Baghdad is seeking an individual for the position of Visa Assistant-IV & NIV in the Consular Section.

## **BASIC FUNCTION OF THE POSITION**

The employee receives and processes all IV and NIV applications up to the point of officer interview, including applicant screening and maintenance of electronic and paper case files and records; prepares document packets for approved IVs; prints, conducts quality control and monitors the return of visa stamped passports and related documents through courier; provides IV and NIV information to the public, both orally and in written response to routine correspondence.

A copy of the complete description of all duties and responsibilities is available at <http://iraq.usembassy.gov/iraq/jobs.html>.

## **QUALIFICATIONS REQUIRED**

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. High School Diploma required.
2. Two years of experience in visa services, other related work in the consular field, or similar work involving the application of relatively complex regulatory or legal material is required.
3. Level 3 (Good Working Knowledge) Speaking/Reading/Writing English, Kurdish & Arabic is required. Level 4 (Fluency) Speaking/Reading/Writing Kurdish required. Level 3 (Good Working Knowledge) Speaking/Reading/Writing Arabic required. Language proficiency will be tested.
4. Good understanding of Iraqi and regional geography, society and culture is required.
5. Must be able to multi-task and carry out detailed work rapidly, with accuracy and sound judgment.
6. Ability to learn and use a range of sophisticated software is required.

## **SELECTION PROCESS**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **or**
3. A current resume or curriculum vitae that provides the same information found on the UAE (see section 3A below for more information); **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

## SUBMIT APPLICATION TO

Interested applicants may apply for this position by filling out the DS 174-Universal Application for Employment form and emailing it to [BaghdadHR@state.gov](mailto:BaghdadHR@state.gov).

To download the DS 174-Universal Application for Employment form, click on:

<http://baghdad.state.gov/sites/HR/public/HR%20Library/General%20Use%20Forms/DS%20174-Universal%20Application%20for%20Employment%20%20.pdf>

**E-mails received without the appropriate subject line will not be considered.**

**Your e-mail must state the vacancy title and vacancy announcement number in the subject line, example: VA 11-64 (YOUR NAME) Visa Assistant-NIV & IV**

The Universal Application form is also available at the US Embassy Baghdad internet: <http://iraq.usembassy.gov/iraq/jobs.html>

## CLOSING DATE FOR THIS POSITION: MAY 1, 2011

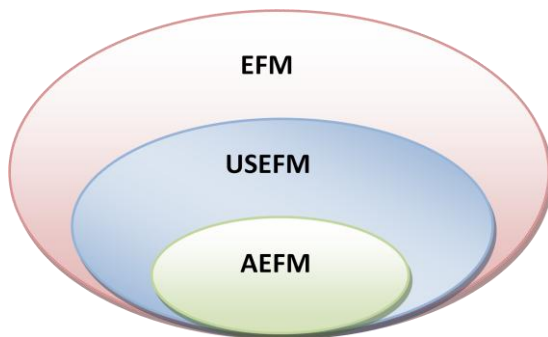
The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Approved: D/HRO/WDG  
Cleared: CONS/MM  
Drafted: HRA/HS

## Appendix A

### DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed *service* member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,

- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country (Yes or No)
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education
- Q. License, Skills, Training, Membership, & Recognition
- R. Language Skills
- S. Work Experience
- T. Reference

# Vacancy Announcement

U.S. Embassy, Iraq



<b>Announcement Number: 11-64</b>	<b>SUBJECT:</b> <b>Visa Assistant- IV &amp; NIV, FSN-7</b> <b>Major duties and Responsibilities</b>	<b>Opening Date:</b> <b>04-17-11</b> <b>Closing Date:</b> <b>05-01-11</b>
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**Position: Visa Assistant-NIV & IV, FSN 7**

**Major Duties and Responsibilities:**

**50% OF  
TIME**

- Receives and screens Immigrant, Special Immigrant, and Diversity Visa applications and supporting documents for completeness and accuracy from a variety of sources, which entails the accurate handling of an extensive volume of applications.
- Assists applicants during the process of applying by providing information on visa procedures.
- Provides officers with relevant background information on applicants, including information based on knowledge of host country.
- Enters a significant amount of data in the automated consular system based on a sound knowledge of current IV laws, regulations and procedures.
- Captures data and images and prints immigrant machine-readable visas.
- Exercises discretion and a high degree of professional responsibility in handling confidential/sensitive applicant information and documentation.
- When a security advisory opinion (SAO) is needed (nearly 100% of all Iraqi cases), prepares the draft SAO in the IV system, exercising judgment in evaluating and synthesizing applicant information from the application and associated documentation. Notifies the officer when the SAO is ready for final review and electronic transmittal.
- Monitors daily the status of all cases pending SAO. Notify the Lead IV Officer whenever an SAO reply is received. Assist the Lead IV Officer in maintaining an accurate tracking spreadsheet showing detailed status of all cases pending SAO. Notifies the Lead IV Officer when SAO processing delays surpass the due date indicated by the Department.
- Keeps fluent interaction with IV FSN Supervisor, Lead IV Officer, and Deputy Section Chief, providing advice, recommendations, and feedback on IV operations, as appropriate, to establish state-of-the-art daily visa processing.
- Provides prospective applicants with information on general immigrant visa procedures and regulations on a wide array of visa enquires.
- Ensures key case documents are properly scanned into the application program record.
- Maintains and retains files strictly in accordance with Consular Management Handbook and National Visa Center guidance, without need for close supervision.

- Prepares files for monthly shipment for archiving, strictly in accordance with Consular Management Handbook and National Visa Center guidance, without need for close supervision.
- Performs general clerical and others duties appropriate to grade and responsibilities as instructed by supervisors, which may include:
  - Acts as liaison with panel physicians/medical testing providers.
  - Provides interpretation and translation services as needed, Arabic-English and English-Arabic, including assistance during visa interviews; translation of documents and correspondence, including diplomatic notes. Makes phone calls and sends email in either language in order to obtain information requested by the officer.
  - Develops and maintains translations, reports, charts, graphs, correspondence templates and SOPs.
  - Replies promptly and accurately to IV e-mail and fax queries, independently replying to routine inquiries (approximately 80% of total queries), identifying urgent and complex queries and submitting them promptly to the IV Lead Officer for appropriate action.
  - Manages unit orders for work/supplies.
- Updates IV website information on a regular basis, clearing changes with the FSN Supervisor and Lead IV Officer.

#### **40% OF TIME**

- Receives and screens Non Immigrant Visa applications and supporting documents for completeness from a variety of sources and enters a significant amount of data in the automated consular system having a sound knowledge of latest NIV laws, regulations and procedures.
- Assists applicants during the process of applying by providing information on visa types and recommending proper procedures.
- Assigns visa classification and advises officer of relevant applicant information which requires thorough knowledge of host country by providing consular officers with background information on applicants when deemed necessary.
- Captures data and images and prints nonimmigrant machine-readable visas and reviews printed visas for completeness and accuracy.
- Exercises discretion and high responsibility in handling confidentiality-sensitive applicant information and documentation.
- Keeps fluent interaction with Lead NIV Officer, provides advice, recommendations and feedback on daily operations, as necessary, to maintain state-of-the-art daily processing.
- Provides prospective applicants with information on general nonimmigrant visa procedures and regulations on a wide array of visa enquires.

#### **10% OF TIME**

- Serve as back-up consular cashier, as needed (up to three weeks within every three-month period), assuring that all fees are collected, recorded in the ACRS cashing system, reported daily to the ACO, and deposited with the Embassy's Class B Cashier, in strict accordance with Consular Management Handbook guidelines. Serve as back-up NIV LES, as needed, to accommodate high FSO and FSN turnover at this post (average six months per LES, one year per FSO) and leave schedules (up to three weeks every three months).
- Serve as back-up ACS LES, as needed, to accommodate high FSO and FSN turnover at this post (average six months per LES, one year per FSO) and leave schedules (up to three weeks every three months).